

# **M Q C**

## **MAILPIECE QUALITY CONTROL**

### **On-Line Examination User Guide**



## **STANDARD OPERATING PROCEDURE FOR INTERNET STUDENTS**

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## **OVERVIEW**

### **Mailpiece Design – Introduction:**

The MQC program is the Postal Service’s certification program for mailpiece design. Recently revised, the program is all new for a new millennium. The course is designed for individuals responsible for creating mailpieces for entry into the U.S. Postal Service’s mailstream. After completing this course, you will better understand the acceptance requirements of the USPS as they relate to mailpiece design.

The program incorporates a self-study guide in which you learn at your own pace. When you’re ready to take the examination, please fill out the MQC Order Form requesting the final exam. If you pass, you’ll receive a certificate recognizing you as the “Mailpiece Quality Control Specialist” for your company. This course will give you the confidence that your mailpieces will qualify for postal discounts and meet all relevant standards for mailing at the rate and class you desire.

**Website:**      <http://ribbs.usps.gov/>

**Cost:**              Depends on what the customer has ordered.

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| ● Option 1: Administrator’s Guide | \$25.00                             |
| ● Option 2: Student Package       | \$50.00 ( <i>Qty Less Than 10</i> ) |
|                                   | or                                  |
|                                   | \$25.00 ( <i>Qty 10 or More</i> )   |
| ● Option 3: Resource Kit          | \$20.00                             |
| ● Option 4: Final Examination     | \$25.00                             |

**Audience:**      ● Anyone interested in becoming a Mailpiece Quality Control Specialist

### **Customer Support:**

- Refer all calls to the MQC Representatives (call 1-800-331-5746 and ask to speak with a MQC representative)

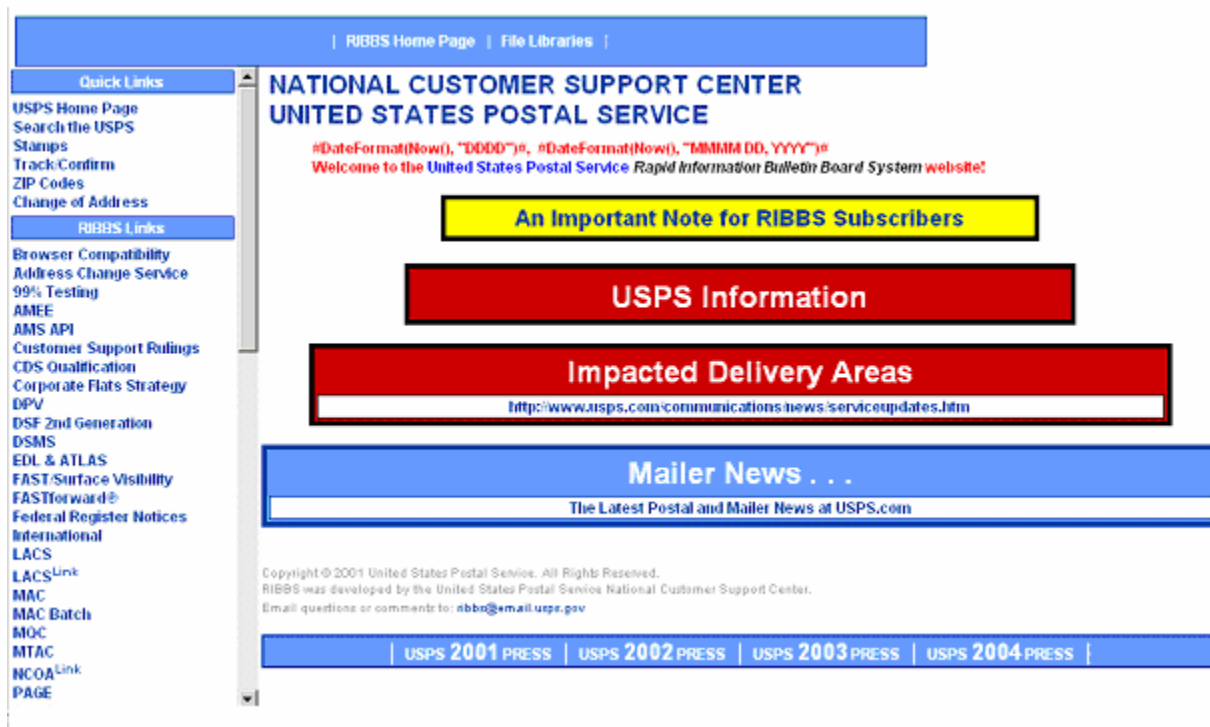
### **Technical Support:**

- Account Maintenance / Setup
- Update MQC Certified Specialist List
- Create Customer Certificates
- Respond to E-Mail Account
- Create/Grade MQC Specialist Exam

The information on the following pages will provide instructions and visual aids to assist the student in the MQC website.

To obtain MQC information, please type in the following website URL address:

<http://ribbs.usps.gov/>



On the left hand side under “RIBBS Links” click on “MQC” and the next screen will appear.

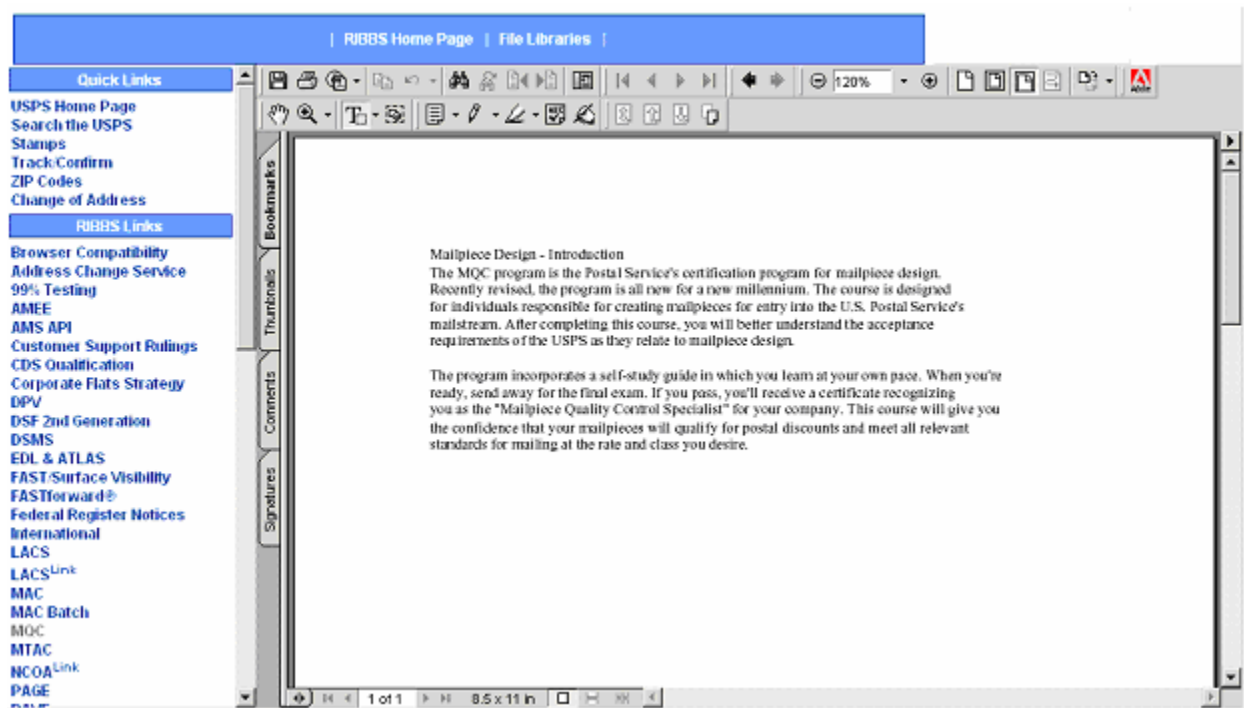
On this main menu select an option:



Select from the following choices:

- MQC Overview – An overview of MQC (please refer to page 6)
- MQC Order Form – Order form (please refer to page 7)
- MQC Examination – The on-line exam can be completed when the student receives their 'Confirmation Number' (please refer to page 9)
- MQC Specialist List – Provides the Company/Specialist Name, City/State, and Expiration Date
- MQC Documents – Consists of the above choices/selections plus more (please refer to pages 23 and 24)

This is the **MQC Overview**:



See page 3 for the overview statement.

This is the **MQC Order Form**:

RBBS Home Page | File Libraries |

**Quick Links**

- USPS Home Page
- Search the USPS
- Stamps
- Track/Confirm
- ZIP Codes
- Change of Address

**RBBS Links**

- Browser Compatibility
- Address Change Service
- 99% Testing
- AMEE
- AMS API
- Customer Support Rulings
- CDS Qualification
- Corporate Flats Strategy
- DPV
- DSF 2nd Generation
- DSMS
- EDL & ATLAS
- FAST Surface Visibility
- FAST Forward®
- Federal Register Notices
- International
- LACS
- LACS Link
- MAC
- MAC Batch
- MQC
- MTAC
- NCOA Link
- PAGE

**UNITED STATES POSTAL SERVICE®**

**Mailpiece Quality Control Self-Study Course Order Form**

**Customer Information (Please print)**

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address (Number, street, suite, apt., etc.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP + 4<sup>th</sup> \_\_\_\_\_

Foreign Country Name (when applicable) \_\_\_\_\_ Telephone Number (include area code) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Ordering Instructions**

	Quantity	Price	Purchase Amount
Option 1: Administrator's Guide (For one individual). Includes Administrator's Guide TD-34A.	<input type="text"/>	X \$25.00	= \$ <input type="text"/>
Option 2: Student Package (For one individual). Includes Student Guide TD-34B and final examination.	<input type="text"/>	X \$50.00 (Qty: less than 10) or X \$25.00 (Qty: 10 or more)	= \$ <input type="text"/>

This MQC Order Form is a manual process; orders are not taken over the telephone. The order form is completed by a company representative or customer and submitted (*instructions are on the order form*) with payment to the National Customer Support Center Accounts Receivable department, checks are payable to the United States Postal Service. Once payment has been received, MQC administration will generate a confirmation number for each exam ordered. The examination confirmation number(s) will be sent electronically to the customer or company contact. It is imperative that an eMail address is provided on the order form.

NOTE: The student has **six months from the order date to complete the examination**. After six months the confirmation number expires and a new order form and payment must be submitted.

NOTE: Option 2 and Option 4 offer the choice of either the (hardcopy) or (on-line) examination, please check one of the boxes for the type of examination you want.

## COMPLETING THE MQC ORDER FORM

The company or customer will need to complete the following sections on the MQC Order Form:

- Customer Information (***Please Print***) – All fields in this section are required:
  - Contact Name (*Administrator' or Student's name*)
  - Company Name
  - Street Address (*Number, Street, Suite, Apt., etc.*)
  - City
  - State
  - ZIP+4
  - Foreign Country Name (*When Applicable*)
  - Telephone Number (*Include Area Code*)
  - e-Mail Address (*Contact's e-Mail Address*)
- Ordering Instructions (*Please fill in only the sections that apply*):
  - Option 1: Administrator's Guide (*Fill in the Quantity and Purchase Amount as applicable*)
  - Option 2: Student Package – Includes hardcopy (*Fill in the Quantity and Purchase Amount as applicable*) NOTE: - Student Guide is available for download at <http://pe.usps.gov/> free of charge.
  - Option 3: Resource Kit – Includes Publication 95; Quick Service Guide; Publication 32, Glossary of Postal Terms; Notice 67, Automation Template; Notice 3-A, Letter-Size Mail Dimensional Standards Template; Item 07, Automation Gauge; Postal Explorer CD (which includes the Domestic Mail Manual, Quick Service Guides, Postal Zone Charts, Postage Statements, International Mail Manual, Rate Calculator, publications and more); and current issues of Memo to Mailer; Postal Bulletin; and Mailer's Companion. (*Fill in the Quantity and Purchase Amount as applicable*)
  - Option 4: Final Examination (*Fill in the Quantity and Purchase Amount as applicable*)
- Payment Method (*as applicable*). Make check payable to the "United States Postal Service".
- When complete please fax to the fax number on the order form or mail to the address on the order form.

## MQC Examination:

On the examination screen below enter the Confirmation Number then click “SUBMIT”.


Quick Links

- USPS Home Page
- Search the USPS
- Stamps
- Track Confirm
- ZIP Codes
- Change of Address

RIBBS Links

- Browser Compatibility
- Address Change Service
- 99% Testing
- AMEE
- AMS API
- Customer Support Ratings
- CDS Qualification
- Corporate Flats Strategy
- DPV
- DSF 2nd Generation
- DSMS
- EDL & ATLAS
- FAST/Surface Visibility
- FASTforward®
- Federal Register Notices
- International
- LACS
- LACS Link
- MAC
- MAC Batch
- MOC
- MTAC
- NCOA Link
- PAGE

RIBBS Home Page | File Libraries |

 MQC Final Examination 10:42 AM

Confirmation Numbers expire 6 months from order date.

Confirmation Number:

☐ Check to get 508 compliant screens.

SUBMIT EXIT

**NOTE: Students must complete the examination within 6 months and have up to 4 attempts to pass the exam from the order date, after which the confirmation number will expire.**

If the Confirmation number entered is not correct an error message (Invalid Confirmation Number) will be displayed. Please verify the Confirmation number entered. Once the confirmation number has been authenticated, the system will check to see if a student has been assigned to the examination or if they will need to add a new student record.

The 508 compliant checkbox should be checked if the user needs handicapped accessible screens.

The below screen reflects the message of an “Invalid Confirmation Number”:

The screenshot displays the MQC Final Examination interface. At the top, a blue navigation bar contains links for 'RIBBS Home Page' and 'File Libraries'. Below this, a sidebar on the left lists 'Quick Links' (USPS Home Page, Search the USPS, Stamps, Track/Confirm, ZIP Codes, Change of Address) and 'RIBBS Links' (Browser Compatibility, Address Change Service, 99% Testing, AMEE, AMS API, Customer Support Rulings, CDS Qualification, Corporate Flats Strategy, DPV, DSF 2nd Generation, DSMS, EDL & ATLAS, FAST/Surface Visibility, FASTforward®, Federal Register Notices, International, LACS, LACS Link, MAC, MAC Batch, MQC, MTAC, NCOA Link, PAGE). The main content area features the MQC logo, the title 'MQC Final Examination', and the time '10:45 AM'. A central message box with a light gray background displays the error: 'Invalid Confirmation Number' followed by 'Enter your MQC Examination Confirmation Number'. Below this, a note states '\*\*\*\*\*Confirmation Numbers expire 6 months from order date.\*\*\*\*\*'. A text input field is provided for the 'Confirmation Number:'. At the bottom of the message box, there is a checkbox labeled 'Check to get 508 compliant screens.' and two buttons: 'SUBMIT' and 'EXIT'.

Try the Confirmation Number again in case of a keying error, then “SUBMIT” again.

Once the Confirmation Number is accepted, the next screen will appear and the student will either click on the drop down arrow to see if they exist in the system or will have to Add A New Student.

The drop down arrow will display a list of students already in the MQC System. If the student name appears in the list, select the name.

If the student name does not exist (do not select a name) type in the student's Name, Phone Number, and eMail address, and then click "**Add New Student**" and the system will add the new student information.

Drop Down List of Student Name(s):

The screenshot shows the 'MQC Final Examination' interface. The left sidebar contains 'Quick Links' and 'RBBS Links'. The main content area is titled 'Assign Student Information' and shows a timestamp of 12:28 PM. Below the title is a section titled 'Select From Existing Student Record'. This section contains three input fields: 'Name', 'Phone', and 'Email'. The 'Name' field is a dropdown menu that is currently open, displaying a list of student names: 'FOUR TESTER' and 'ONE TESTER MR.'. The 'Phone' and 'Email' fields are empty. Below these fields is a link labeled 'Add New Student'.

Enter the new student's information on the fields that apply (First Name, Middle Initial, Last Name, Suffix-(Jr, Sr, III...), Phone Number, and eMail) and click "**ADD NEW STUDENT**":

The screenshot shows the 'MQC Final Examination' interface. The left sidebar contains 'Quick Links' and 'RBBS Links'. The main content area is titled 'Assign Student Information' and shows a timestamp of 01:24 PM. Below the title is a section titled 'Enter New Student Record'. This section contains several input fields: 'First Name' (containing 'SEVEN'), 'Middle Init' (empty), 'Last Name' (containing 'TESTER'), 'Suffix' (empty), 'Phone' (containing '999-999-8888'), and 'Email' (containing 'seven.testen@usps.gov'). Below these fields is a button labeled 'ADD NEW STUDENT'.

### Updating student information:

If the student's record exists in the MQC database, the student name, phone number, and eMail address will be displayed.

The student may edit this information and click **"UPDATE"**. Student data will be saved. The first page of the MQC Final Examination will display the student's name.

If the student gets an error message and is unable to access the MQC examination, it may be their Internet Browser Setup that they need to adjust, please take the following steps:

1. Open "Internet Explorer"
2. Click "Tools", and then click "Internet Options"
3. Click on the "Privacy" tab, and then click "Advanced"
4. Put a ✓ (check mark) in the box by "Override automatic cookie handling"
5. Put a ✓ (check mark) in the box by "Always allow session cookies"
6. Click "OK" and EXIT Internet Explorer
7. Re-open "Internet Explorer" and try to access the MQC examination again

If the above steps do not work then please call 1-800-238-3150 and ask to speak with someone in the MQC Department and they will assist the student further.

Once a student has been assigned to the examination, the screen below (MQC Final Examination) will appear reflecting the student's name and current round number:

RBBS Home Page | File Libraries |

**Quick Links**

- USPS Home Page
- Search the USPS
- Stamps
- Track/Confirm
- ZIP Codes
- Change of Address

**RBBS Links**

- Browser Compatibility
- Address Change Service
- 99% Testing
- AMEE
- AMS API
- Customer Support Rulings
- CDS Qualification
- Corporate Flats Strategy
- DPV
- DSF 2nd Generation
- DSMS
- EDL & ATLAS
- FAST/Surface Visibility
- FASTforward®
- Federal Register Notices
- International
- LACS
- LACSLink
- MAC
- MAC Batch
- MQC
- MTAC
- NCOALink
- PAGE

**MQC Final Examination Round 1**

**SEVEN TESTER**

01:25 PM

SUBMIT NEXT EXIT TEST Go To Page: 2 3 4 5 6 7 8 9 10 PDF of Questions

Instructions: Answer each question by clicking on the button next to your choice. Should you mark an incorrect answer, simply click on the button next to your revised choice.

1. Which of the following postage payment methods always requires a return address on the mailpiece?

- ☐ permit imprint.
- ☐ precanceled stamps.
- ☐ meter stamps.
- ☐ none of the above

2. The Postal Service's delivery confirmation service offers two options: a retail option and an electronic option for business mailers.

Student begins the exam by selecting a radio button next to the answer. **While in the exam DO NOT leave the system idle for more than 30 minutes** because it will log the student out of the system and any work that was not saved will be lost.

RBBS Home Page | File Libraries |

**Quick Links**

- USPS Home Page
- Search the USPS
- Stamps
- Track/Confirm
- ZIP Codes
- Change of Address

**RBBS Links**

- Browser Compatibility
- Address Change Service
- 99% Testing
- AMEE
- AMS API
- Customer Support Rulings
- CDS Qualification
- Corporate Flats Strategy
- DPV
- DSF 2nd Generation
- DSMS
- EDL & ATLAS
- FAST/Surface Visibility
- FASTforward®
- Federal Register Notices
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- LACS
- LACSLink
- MAC
- MAC Batch
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- NCOALink
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**MQC Final Examination Round 1**

**SEVEN TESTER**

02:48 PM

SUBMIT NEXT EXIT TEST Go To Page: 2 3 4 5 6 7 8 9 10 PDF of Questions

Instructions: Answer each question by clicking on the button next to your choice. Should you mark an incorrect answer, simply click on the button next to your revised choice.

1. Which of the following postage payment methods always requires a return address on the mailpiece?

- ☐ permit imprint.
- ☒ precanceled stamps.
- ☐ meter stamps.
- ☐ none of the above

2. The Postal Service's delivery confirmation service offers two options: a retail option and an electronic option for business mailers.

The student will start choosing the answers by clicking **only one radio button for each question number**. There are 100 questions.

If the student has **not** completed the exam and wishes to finish at a later time, click “**EXIT TEST**”; the system will ask the student if they want to “Save Your Work? YES or NO”. This will not count as an attempt or round as long as the student does not click ‘Submit’ after all 100 questions have been answered. If “YES” is clicked it will save your answers, if “NO” is clicked it will not save your answers, (see the next screen that will prompt the student to save their work).

This is the screen that will prompt the student whether they want to save their work or not:


[RIBBS Home Page](#) | [File Libraries](#)

**Quick Links**

- USPS Home Page
- Search the USPS
- Stamps
- Track/Confirm
- ZIP Codes
- Change of Address

**RIBBS Links**

- Browser Compatibility
- Address Change Service
- 99% Testing
- AMEE
- AMS API
- Customer Support Ratings
- CDS Qualification
- Corporate Flats Strategy
- DPV
- DSF 2nd Generation
- DSMS
- EDL & ATLAS
- FAST/Surface Visibility
- FASTforward®
- Federal Register Notices
- International
- LACS
- LACSLink
- MAC
- MAC Batch
- MQC
- MTAC
- NCOALink
- PAGE



MQC - Save Progress
02:49 PM

**Save Your Work?**

[YES](#)
[NO](#)

When the student is ready to start the exam again, just re-enter the same confirmation number and click “SUBMIT”, then enter the “Last Name” (which will be the student’s last name for that exam) and click “SUBMIT”. The system will bring up the exam with the previously saved answers.

The below screen is where the student will type in their Confirmation Number to re-enter the exam and then click “SUBMIT”:



**RIBBS**  
Rapid Information Bulletin Board System

[RIBBS Home Page](#) | [File Libraries](#)

**RIBBS Links**

**Getting Started**

- AOS Survey
- Address Change Service
- AEC & AEC II
- 99% Testing
- AMEE
- AMS API
- AMKLink
- CASS™
- Customer Support Ratings
- CDS Qualification
- Corporate Flats Strategy
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- International
- LACSLink
- MAC
- MAC Batch
- MQC
- MASS™
- Move Update
- MTAC
- NCOALink
- OneCodeSOLUTION


MQC Final Examination
10:24 AM

For Help Call: 1-800-331-5746 Ask for MQC Department or email: [MQC.NCSC@USPS.GOV](mailto:MQC.NCSC@USPS.GOV)  
 To learn how we use the information you provide, please read our [Privacy Policy](#)

\*\*\*\*\*Confirmation Numbers expire 6 months from order date.\*\*\*\*\*

Confirmation Number:

☐ Check to get 508 compliant screens.

The next screen is where the student will enter the “Last Name”, then click “SUBMIT”:

UNITED STATES POSTAL SERVICE

RIBBS  
Rapid Information Bulletin Board System

RIBBS Links

Getting Started

AOS Survey

Address Change Service

AEC & AEC II

99% Testing

AMEE

AMS API

ANILink

CASS™

Customer Support Ratings

CDS Qualification

Corporate Flats Strategy

DPV

DSF 2nd Generation

DSMS

EDL & ATLAS

FAST Surface Visibility

FASTForward®

Federal Register Notices

International

LACSLink

MAC

MAC Batch

MQC

MASS™

Move Update

MTAC

NCOALink

OneCode SOLUTION

MQC Final Examination

10:27 AM

For Help Call: 1-800-331-5746 Ask for MQC Department or email: MQC.NCSC@USPS.GOV

To learn how we use the information you provide, please read our [Privacy Policy](#)

This test is currently assigned to a student.

Please enter your last name for verification purposes.

Last Name:

SUBMIT MENU

The below screen shows the student they are back in their examination, it will reflect the student’s name and the current round number:

UNITED STATES POSTAL SERVICE

RIBBS  
Rapid Information Bulletin Board System

RIBBS Links

Getting Started

AOS Survey

Address Change Service

AEC & AEC II

99% Testing

AMEE

AMS API

ANILink

CASS™

Customer Support Ratings

CDS Qualification

Corporate Flats Strategy

DPV

DSF 2nd Generation

DSMS

EDL & ATLAS

FAST Surface Visibility

FASTForward®

Federal Register Notices

International

LACSLink

MAC

MAC Batch

MQC

MASS™

Move Update

MTAC

NCOALink

OneCode SOLUTION

MQC Final Examination  
Round 1

10:29 AM

JANE DOE

For Help Call: 1-800-331-5746 Ask for MQC Department or email: MQC.NCSC@USPS.GOV

To learn how we use the information you provide, please read our [Privacy Policy](#)

SUBMIT NEXT EXIT TEST

Go To Page: [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [PDF of Questions](#)

Instructions: Answer each question by clicking on the button next to your choice. Should you mark an incorrect answer, simply click on the button next to your revised choice.

1. Which of the following postage payment methods always requires a return address on the mailpiece?

☐ permit imprint

☒ precanceled stamps.

☐ meter stamps.

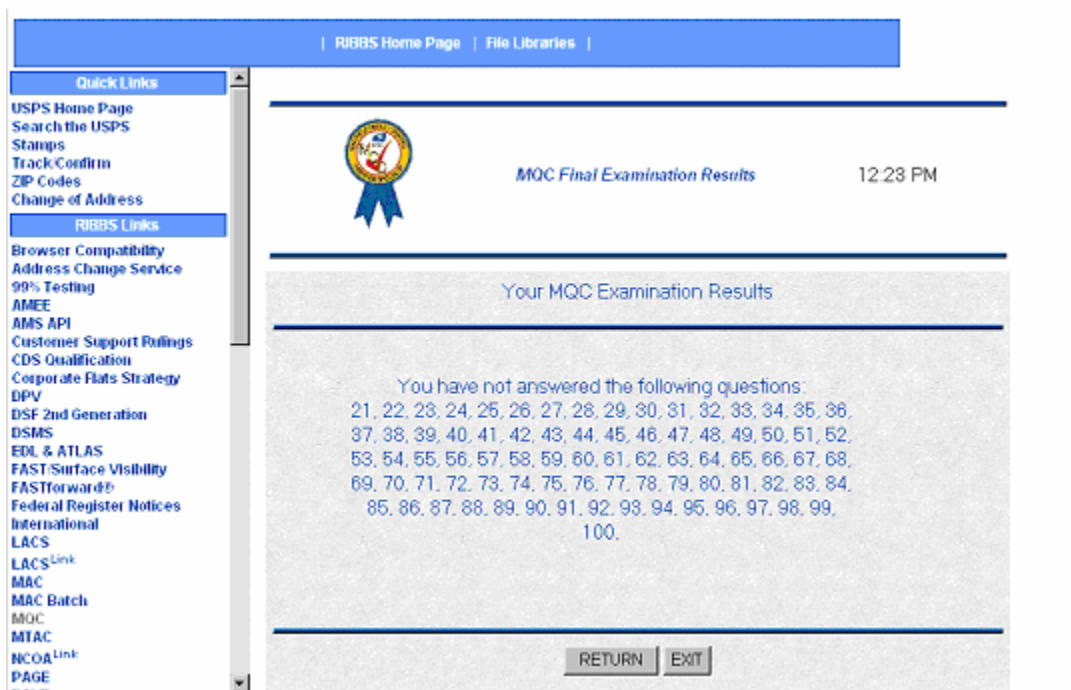
☐ none of the above.

NOTE: When the student has completed the exam (all 100 questions have been answered) and wants the exam to be graded/evaluated, click “SUBMIT”.

If the student wants a copy of the exam’s questions and answers (*and if their company permits*); they will need to “EXIT TEST”, save the work, and go back into the exam and click “PDF of Questions” and view/print the exam, then click “SUBMIT” so the system will grade the exam.

Before the evaluation process begins, the system will verify that all questions have been answered. If there are any unanswered questions, the following screen will be displayed stating “You have not answered the following questions: 21, 22,...”. As shown below, a listing of unanswered question(s) appear. Click “**RETURN**” to go back to the examination and answer the unanswered question(s). Once the questions have been answered, click “**SUBMIT**” again. If the student does not wish to return to the exam, click “**EXIT**” to exit the examination. The student will be prompted to indicate whether or not to save all current answers.

Since the exam was not evaluated this does not count as an attempt and the student will remain on their current round number.



If the student clicks “**RETURN**”, the first page of the exam will be displayed. Answers can be revised and the exam can be resubmitted.

If “**EXIT**” is selected from the previous examination results page, then the student will be asked if they want to “Save Your Work? YES or NO”. Click “YES” to save all work (all currently selected answers). Click “NO” to exit the examination without saving the latest answers.

To re-enter the examination, enter the 'Confirmation Number' click "**SUBMIT**" and then enter the 'Last Name' and click "**SUBMIT**". It will bring up the examination screen for that confirmation number reflecting the student's name and current round number.  
If "**EXIT**" is selected it will return the student to the initial MQC page (refer to page 5).

The below screen the student is re-entering the exam, so they need to enter the 'Confirmation Number' and then click "**SUBMIT**":

Quick Links

- USPS Home Page
- Search the USPS
- Stamps
- Track Confirm
- ZIP Codes
- Change of Address

RIBBS Links

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- 99% Testing
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- MQC
- MTAC
- NCOA Link
- PAGE

MQC Final Examination 12:25 PM

Enter your MQC Examination Confirmation Number

\*\*\*\*\*Confirmation Numbers expire 6 months from order date\*\*\*\*\*

Confirmation Number:

☐ Check to get 508 compliant screens.

SUBMIT EXIT

The next screen is where the student will enter the "Last Name", then click "**SUBMIT**":

UNITED STATES POSTAL SERVICE

RIBBS  
Rapid Information Bulletin Board System

RIBBS Home Page | File Libraries |

RIBBS Links

Getting Started

- AOS Survey
- Address Change Service
- AEC & AEC II
- 99% Testing
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- LACS Link
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- MAC Batch
- MQC
- MASS™
- Move Update
- MTAC
- NCOA Link
- OpenCode SOLUTION

MQC Final Examination 10:27 AM

For Help Call: 1-800-331-5746 Ask for MQC Department or email: MQC.NCSC@USPS.GOV  
To learn how we use the information you provide, please read our [Privacy Policy](#)

This test is currently assigned to a student.  
Please enter your last name for verification purposes.

Last Name:

SUBMIT MENU

After entering the confirmation number, the student is able to answer the questions or edit answers as desired.

UNITED STATES POSTAL SERVICE

RIBBS  
Rapid Information Bulletin Board System

| RIBBS Home Page | File Libraries |

RIBBS Links

Getting Started

AQS Survey

Address Change Service

AEC & AEC II

99% Testing

AMEE

AMS API

ANILink

CASS™

Customer Support Ratings

CDS Qualification

Corporate Flats Strategy

DPV

DSF 2nd Generation

DSMS

EDL & ATLAS

FAST/Surface Visibility

FASTforward®

Federal Register Notices

International

LACSLink

MAC

MAC Batch

MQC

MASS™

Move Update

MTAC

NCOALink

OpenCodeSOLUTION

MQC Final Examination  
Round 1

10:29 AM

JANE DOE

For Help Call: 1-800-831-5746 Ask for MQC Department or email: MQC.NCSO@USPS.GOV  
To learn how we use the information you provide, please read our [Privacy Policy](#)

SUBMIT NEXT EXIT TEST Go To Page: 2 3 4 5 6 7 8 9 10 PDF of Questions

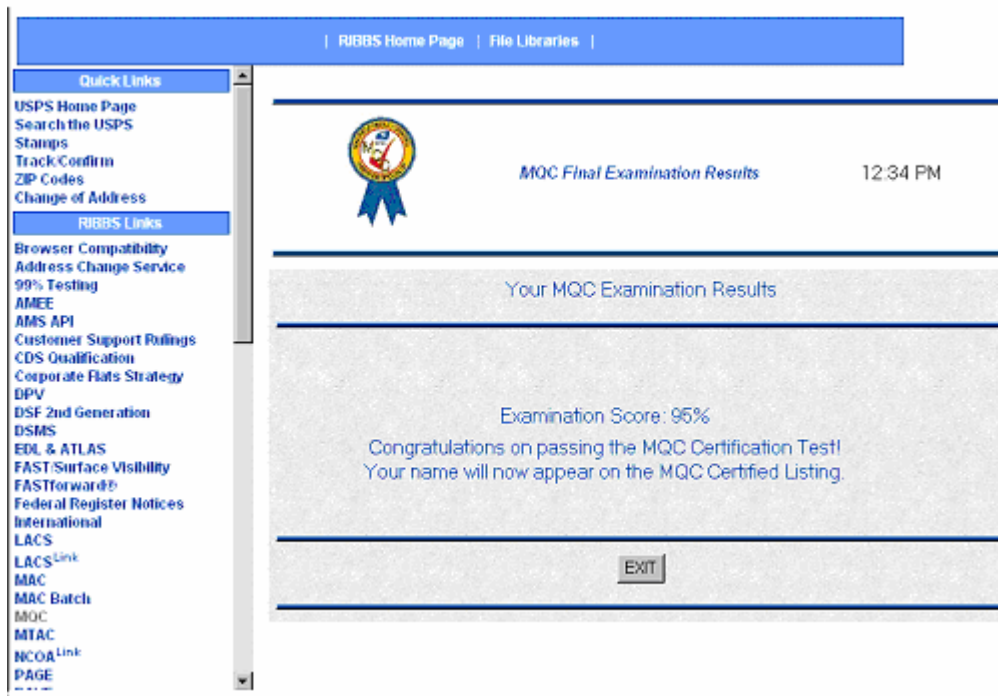
Instructions: Answer each question by clicking on the button next to your choice.  
Should you mark an incorrect answer, simply click on the button next to your revised choice.

1. Which of the following postage payment methods always requires a return address on the mailpiece?

- ☐ permit imprint
- ☒ precanceled stamps.
- ☐ meter stamps.
- ☐ none of the above.

Once the examination has been completed (all questions answered) click “**SUBMIT**” and the exam will be evaluated.

After the “SUBMIT” has been clicked, the below examination results and the following message will appear advising the student of their examination score:

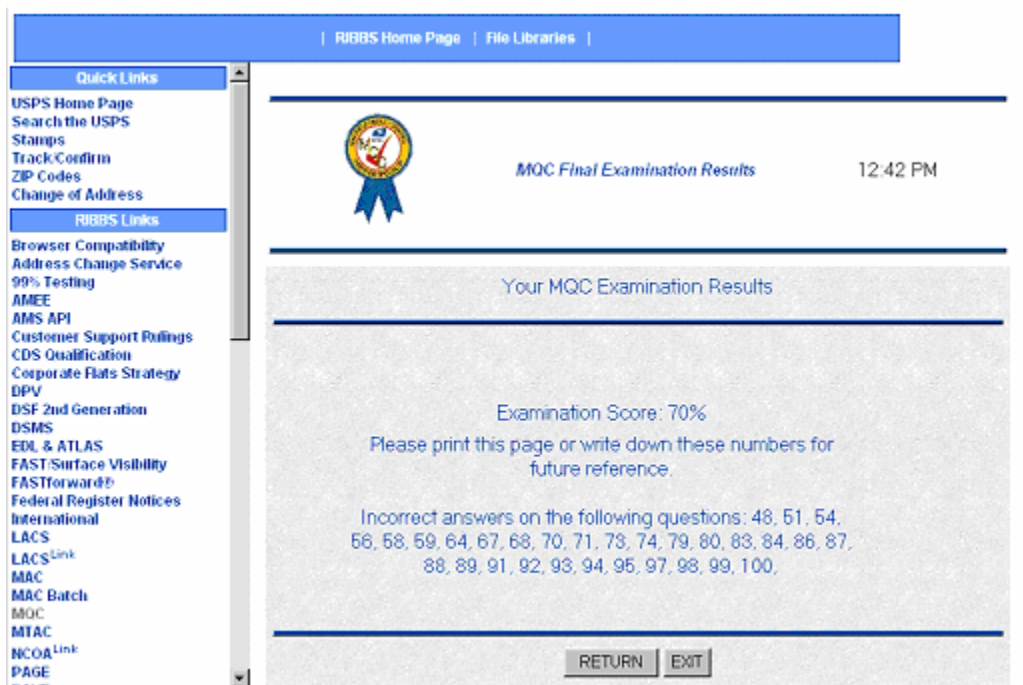


**A score of 90% or higher passes the MQC examination and the specialist is now certified for two years.** At this point the examination process is complete and the student’s name will be added to the MQC Certified Specialist list. The student will receive an MQC Certificate, an official letter from USPS, and an MQC Specialist lapel pin within 7 to 10 business days. Click “EXIT” to exit the MQC Final Examination Results page.

If the examination score is less than 90%, the student has failed the exam. If the number of attempts is less than 4, the student can elect to return to the examination immediately by clicking “**RETURN**”. The student can exit the examination and try again at a later time by clicking “**EXIT**”. The student will be prompted to save their work (Save Your Work? YES or NO).

To re-enter the exam, simply enter your confirmation number and last name. All your previously saved answers will be selected including the incorrect answers; only change the incorrect answers. If the student only changed a portion of the incorrect answers, then click “EXIT TEST” and save the work, but if ALL the incorrect answers have been changed, then click “SUBMIT” and the system will grade the exam for the next round.

After each exam evaluation the round number will be incremented. The fourth round is the final round after which the confirmation number expires and will not allow any further attempts. A new order and payment must be submitted and sent to NCSC to get another confirmation number and exam.



The student can request a print out of their examination's answers by clicking on **"EXIT TEST"** and save the work, then go back into the system and click on **"PDF of Questions"** (*the company can elect to suppress this option*) and after the student prints the exam, they can click **"SUBMIT"** for the system to grade the exam.

| RIBBS Home Page | File Libraries |

**Quick Links**

- USPS Home Page
- Search the USPS
- Stamps
- Track/Confirm
- ZIP Codes
- Change of Address

**RIBBS Links**

- Browser Compatibility
- Address Change Service
- 99% Testing
- AMEE
- AMS API
- Customer Support Ratings
- CDS Qualification
- Corporate Flats Strategy
- DPV
- DSF 2nd Generation
- DSMS
- EDL & ATLAS
- FAST Surface Visibility
- FASTforward®
- Federal Register Notices
- International
- LACS
- LACSLink
- MAC
- MAC Batch
- MOE
- MTAC
- NCOALink
- PAGE

**MQC Final Examination**  
**Round 2**

02:54 PM

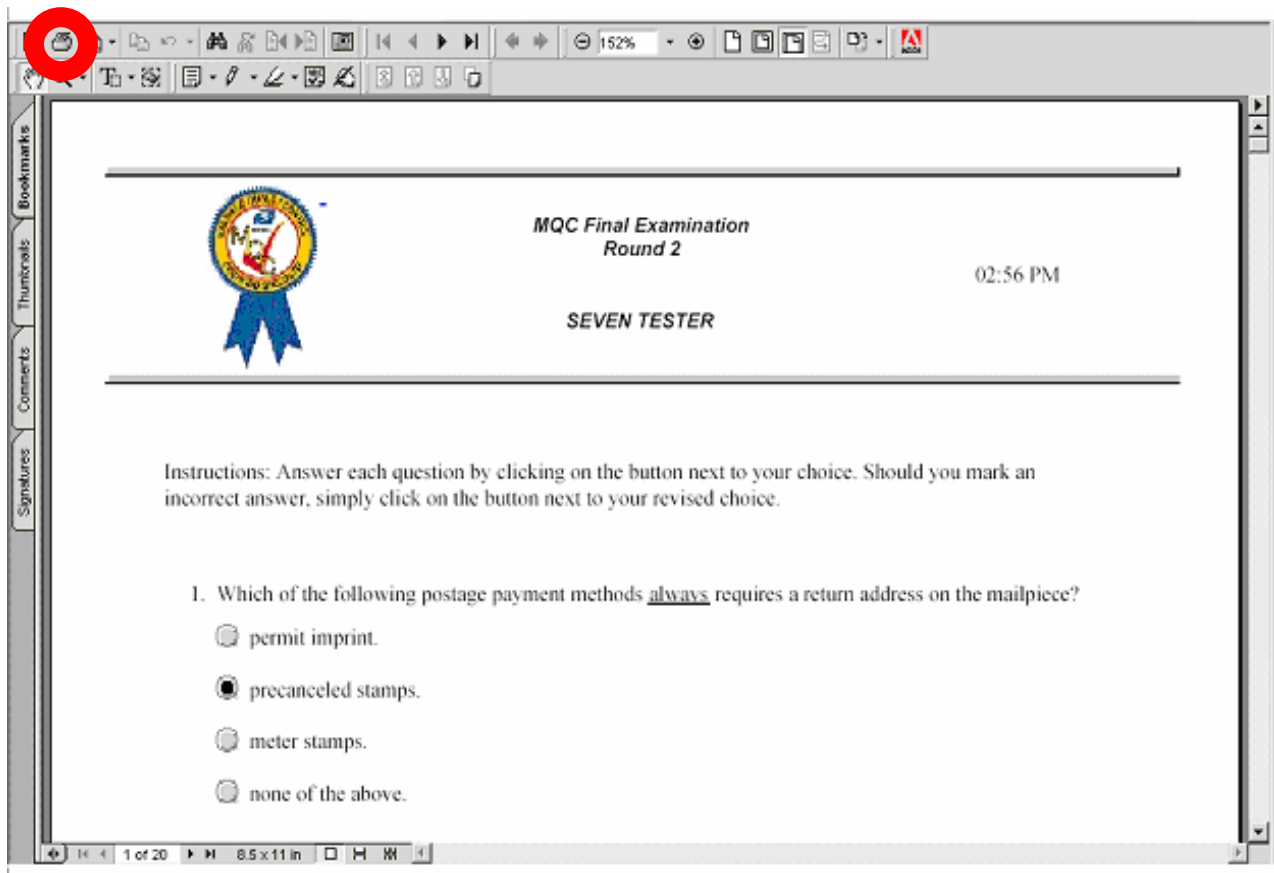
**SEVEN TESTER**

SUBMIT NEXT EXIT TEST Go To Page: 2 3 4 5 6 7 8 9 10 [PDF of Questions](#)

Instructions: Answer each question by clicking on the button next to your choice. Should you mark an incorrect answer, simply click on the button next to your revised choice.

- Which of the following postage payment methods always requires a return address on the mailpiece?
  - ☐ permit imprint.
  - ☒ precanceled stamps.
  - ☐ meter stamps.
  - ☐ none of the above.
- The Postal Service's delivery confirmation service offers two options: a retail option and an electronic option for business mailers.

Once the “PDF of Questions” is clicked the below screen will appear and the student can print their information by clicking on the Print Icon, see the examination below:



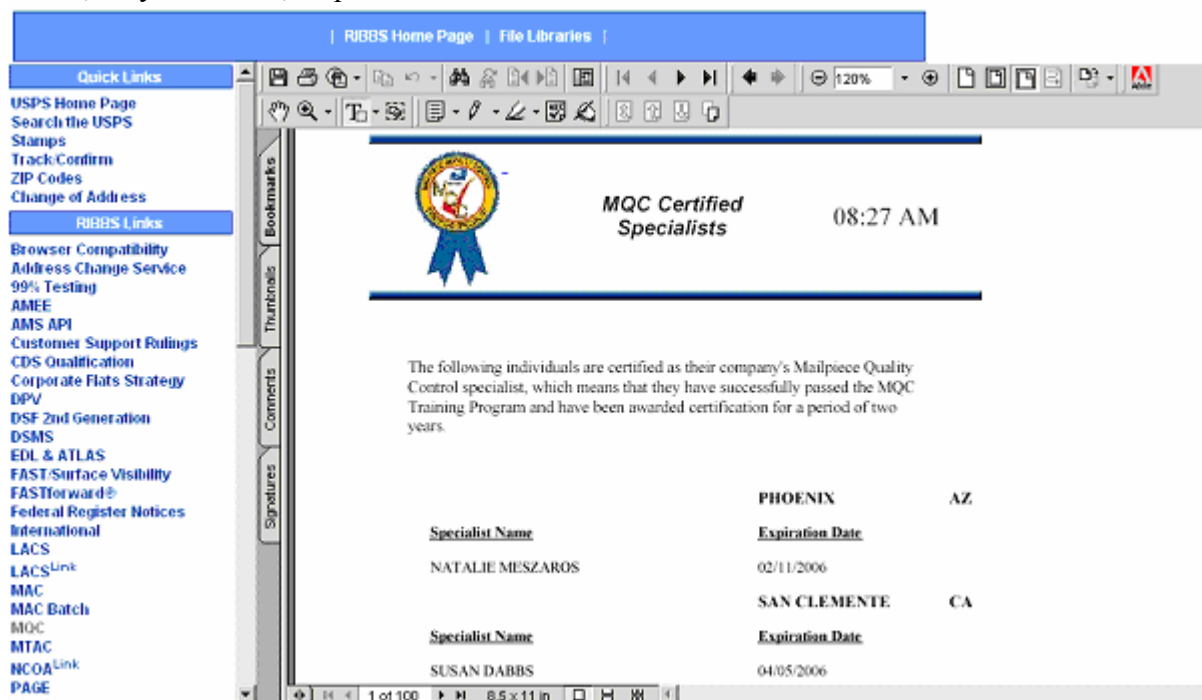
NOTE: If the student wants to print the questions and answers for their exam, they must click on the “PDF Questions” before clicking “SUBMIT”; otherwise, once they click “SUBMIT” the exam will be graded/evaluated and they will not be able to go back into that exam round and print.

**MQC Specialist List report:**

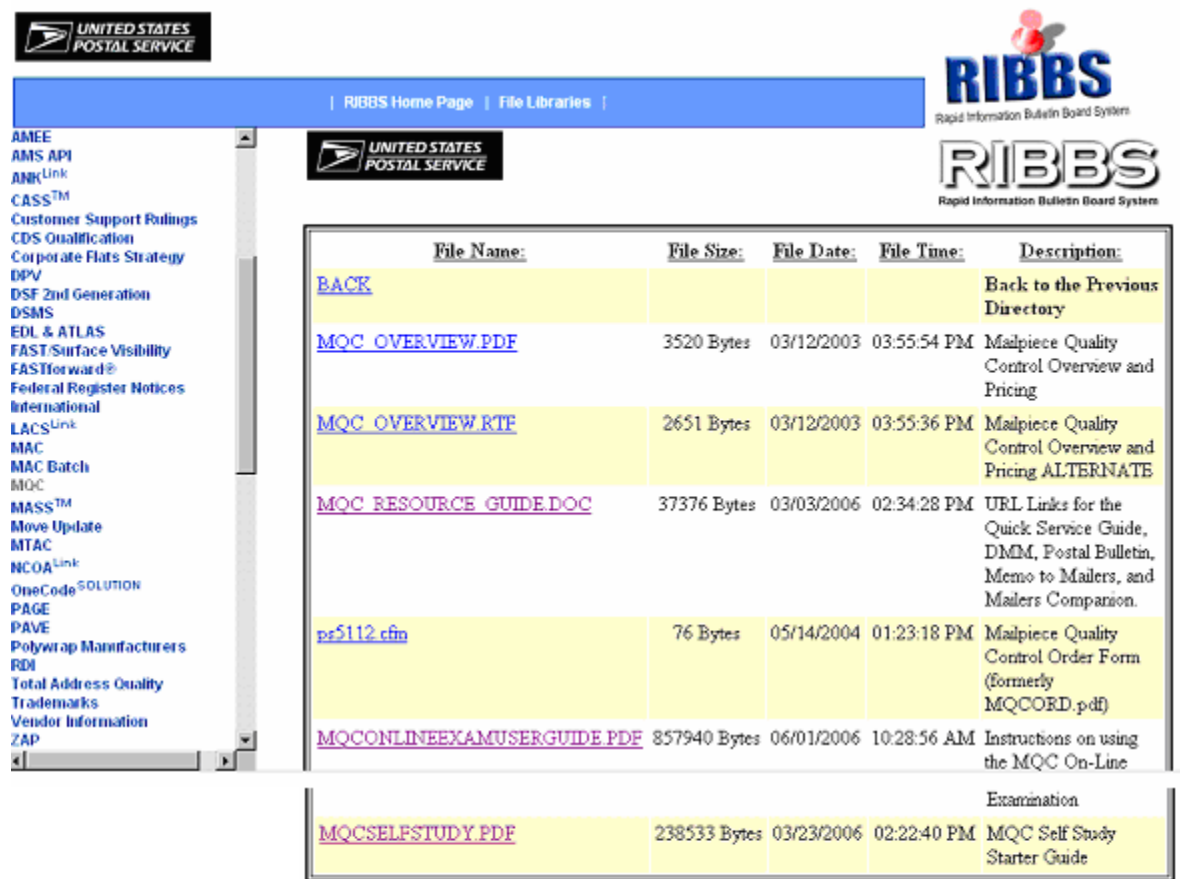
Please select the version type of either HTML or PDF:



This is the “PDF” version MQC Specialist List file. This list provides the Specialist/Company Name; City and State; Expiration Date:



Below is the MQC Documents screen. Click on the desired file name to open.



The screenshot shows the RIBBS interface with the following components:

- United States Postal Service Logo:** Located at the top left.
- RIBBS Logo:** Located at the top right, with the text "Rapid Information Bulletin Board System" below it.
- Navigation Menu:** A vertical list of links on the left side, including AMEE, AMS API, ANK Link, CASS™, Customer Support Rulings, CDS Qualification, Corporate Flats Strategy, DPV, DSF 2nd Generation, DSMS, EDL & ATLAS, FAST/Surface Visibility, FASTforward®, Federal Register Notices International, LACS Link, MAC, MAC Batch, MQC, MASS™, Move Update, MTAC, NCOA Link, OneCode SOLUTION, PAGE, PAVE, Polywrap Manufacturers, RDI, Total Address Quality, Trademarks, Vendor Information, and ZAP.
- Document Table:** A table with columns: File Name, File Size, File Date, File Time, and Description. The table lists several documents, including "MQC OVERVIEW.PDF", "MQC OVERVIEW.RTF", "MQC RESOURCE GUIDE.DOC", "ps5112.cfm", "MQCONLINEEXAMUSERGUIDE.PDF", and "MQCSELFSTUDY.PDF".

File Name:	File Size:	File Date:	File Time:	Description:
<a href="#">BACK</a>				Back to the Previous Directory
<a href="#">MQC OVERVIEW.PDF</a>	3520 Bytes	03/12/2003	03:55:54 PM	Mailpiece Quality Control Overview and Pricing
<a href="#">MQC OVERVIEW.RTF</a>	2651 Bytes	03/12/2003	03:55:36 PM	Mailpiece Quality Control Overview and Pricing ALTERNATE
<a href="#">MQC RESOURCE GUIDE.DOC</a>	37376 Bytes	03/03/2006	02:34:28 PM	URL Links for the Quick Service Guide, DMM, Postal Bulletin, Memo to Mailers, and Mailers Companion.
<a href="#">ps5112.cfm</a>	76 Bytes	05/14/2004	01:23:18 PM	Mailpiece Quality Control Order Form (formerly MQCCORD.pdf)
<a href="#">MQCONLINEEXAMUSERGUIDE.PDF</a>	857940 Bytes	06/01/2006	10:28:56 AM	Instructions on using the MQC On-Line Examination
<a href="#">MQCSELFSTUDY.PDF</a>	238533 Bytes	03/23/2006	02:22:40 PM	MQC Self Study Starter Guide

The above screen MQC Document provides choices which have been mentioned above on the other previous MQC screens. These documents consist of the following:

- MQC Overview – (Available in PDF and RTF formats)
- MQC Order Form (ps5112.cfm) – (Available in PDF format only)
- MQC Specialist List – (Available in PDF and RTF formats)

The other unmentioned documents are as follows:

- MQC Resource Guide – (Provides various URL links for other publications, which can be helpful when researching a question on the exam)
- MQC On-Line Exam User Guide – (Provides visual and text aide for the on-line exam)
- MQC Self Study - (This is the MQC Brochure, not the self study guide)

The MQC Self Study Guide direct URL is:

[http://pe.usps.gov/mpdesign/misc\\_docs/mqc.pdf](http://pe.usps.gov/mpdesign/misc_docs/mqc.pdf)